



**TOWN OF FRAMINGHAM
MASSACHUSETTS**

**RFP#16-80
February 4, 2016**

**NOTICE OF VACANCY
February 4, 2016**

POSITION: Payroll Service Representative

DEPARTMENT: Accounting

SALARY: \$46,407 – \$55,464

HOURS: Monday – Friday 8:30am to 5:00pm

Statement of Duties: Employee provides a range of clerical and administrative duties related to the School Payroll. Employee is required to perform all similar or related duties.

Supervision Required: Under the general supervision of the Payroll Administrator and Town Accountant, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed

Supervisory Responsibility: Employee, as a regular part of the job, is required to lead other employees to assist them in completing their assigned work. The employee will act as additional support between the Payroll Coordinator and Payroll Specialist. Employee also performs non-supervisory work that is of the same kind and level as is done by the employee(s) being supervised. The employee is not responsible for taking any disciplinary action nor is the employee involved in the hiring process.

Number of employees supervised and complexity of subordinate Operations: Supervises school secretaries and payroll submitters who consist of between 15 and 30 employees or up to 50 on call part-time employees. Employee as a regular and continuing part of the job is accountable at a department level for the quality and quantity of work done by subordinates and assures the accomplishment of the assigned work in the prescribed manner. Supervisory functions typically consist of most of the following; plans, schedules and coordinates work operations to meet schedules, deadlines and priorities; revises work schedules to meet changes in workload or available manpower; recommends and justifies to higher levels of management changes in organization of work, work methods or assignment of functions to positions that may affect staffing patterns, costs, work standards, etc.; assigns work based on varying capabilities of employees; assures that completed work meets the required standard quality, timeliness and cost, taking corrective actions as necessary, including rejecting work. Has substantial responsibility for technical soundness of subordinates' work.

Confidentiality: In accordance with the State public records law, employee has access to confidential information such as official personnel files, law suits, collective bargaining information, and department records.

Accountability: Where this is the processing of payments for payroll, consequences of errors or poor judgment may include missed deadlines, monetary loss, and legal repercussions. Undetected errors or poor judgment may result in significant negative repercussions in a variety of areas.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation, or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation. The practical application of variety of concepts, practices and specialized techniques related to a professional or technical field. Evaluation and interpretation of factors, conditions or unusual circumstances, gathering, analyzing and evaluating facts or data using specialized fact finding techniques or determining the methods to accomplish the work for a department of the Town.

Complexity of Subordinate Operations: Provides immediate supervision over a functional unit, section or department with time spent checking and reviewing work which has standardized procedures. Supervisory responsibility includes direct accountability for work results.

Stability of Subordinate Operations: Work operations are subject to cyclical or seasonal fluctuations that result in changes to work procedures which are or can be reasonably anticipated and planned for in advance, e.g., tax billing, elections, recreational activities fiscal year end or returning of teachers at beginning of school year.

Workforce Dispersion: Substantial numbers of employees are disbursed to many widely separated locations on a continuing or on-going basis.

Work Environment: Employee performs work in a municipal office setting subject to frequent interruptions.

Nature and Purpose of Relationships: Relationships are primarily with co-workers and school employees, and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons.

Occupational Risk: Risk exposure is similar to that found in an office setting.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Responsible for the processing of the School payroll including but not limited to the inputting of salary and benefit data in to the payroll system, reviewing and distributing payroll forms submitted by the school, checking for accuracy, sending emails back to the secretaries with errors that are spotted.
2. Conducts historical payroll research and verification of employees' payroll history reports for retirement. Prepares VOE's from Banks for employees.
3. Reads and interprets union collective bargaining contracts to process payouts on vacation, sick and special pays. Understands union collective bargaining contracts in order to verify they are being carried out correctly.
4. Instructs employees on how to sign up for their 403B's and communicates with our agent TSA Consultants. Understands the 403B process enough to assist with the process in the absent of the Payroll Coordinator.
5. Reviews attendance records and processes sick bank all call situations.
6. Prepares and sends report to TSA for the weekly submission of the 403B file.
7. Maintains reports for all employees going out on maternity leave. Also prepares the report for mid-year hires.
8. Reviews daily situations with the school secretaries on additions and changes to their submissions. Prepares time sheets for the school secretaries to use.
9. Add new hires at the beginning of the school year which can average 80 to 100 employees. Constant adding of new employees daily and weekly. Reviews salary and scans information to employee files.
10. Prepares quarterly report for healthcare medicare for School Department so that the town can get reimbursed from the grants.
11. Receives calls and several walk ins with questions on their pay and other situations that need interpretation.
12. Maintains the substitute worksheet making sure all sign in and who is covering for whom. With over 50 to 100 subs per day.
13. Maintains Biweekly recon – ensuring that from pay week to pay week we are balancing to the previous pay and adding all billheads and special pays resulting in the figure for the next pay period.
14. Proofing payroll before we run live with the warrant. Checking each other's work as a double check on all data entry.
15. Scans all paperwork to employee files – for easy access to history.

16. Understands the requirements employees need to complete to assist the process in the absent of the Payroll Coordinator and act in that position during that time.

Recommended Minimum Qualifications:

Education and Experience: Must have a Bachelor's degree, and three to five (3-5) years of office experience; or an equivalent combination of education and experience.

Special Requirements: None required.

Knowledge, Abilities and Skill

Knowledge: Knowledge of department payroll system, office procedures, as well as state and federal taxes as they pertain to the payroll system. Knowledge of technology including but not limited to office software (word processing and spread sheet applications), payroll software, and use of the Internet and email systems in support of department operations. Knowledge of employee benefit programs and related deductions.

Abilities: Plan and prioritize work, and perform multiple tasks, maintain confidentiality, work independently, and be self-motivated. Ability to deal effectively with disgruntled members of the public and to maintain confidential information.

Skills: Proficient customer service skills; proficient written and oral communication skills, and good common sense. Proficient data processing, business mathematics, and personal computer keyboarding skills.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, kneeling, twisting, reaching with hands and arms, and standing. The employee is occasionally required to lift, push, or pull objects such as books or office equipment.

Motor Skills: Position requires the application of basic motor skills for activities including but not limited to operating a personal computer, office equipment, and the sorting of papers.

Visual Skills: Position requires the employee to constantly read documents and reports for understanding and analytical purposes.

Concentration Skills: Position requires the employee to maintain focus at level of perfection at all times to ensure people are paid properly.

Please visit our website:

<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>

The Town of Framingham is an Affirmative Action Equal Opportunity Employer.